
EFFECTIVE

June 1, 2018.

Subject(s)**JJ2 230, Juvenile Justice Service Plans**

This item has been updated to include the definition for intersex, transgender and two-spirit. This item clarifies the requirements, forms, procedures and documentation necessary for the sexual orientation and gender identity information. Clarification has been added regarding case service plan signatures, generating and saving a case service plan, signature timeframes, and recording and uploading signatures in MiSACWIS.

Legal base was updated with the following:

- The Social Security Act, Subpart G-Reporting Populations, 45 CFR 1355.44(b)(2)(ii). Identifies reporting requirements related to sexual orientation and gender identity.
- Prison Rape Elimination Act National Standards, General Definitions, 28 CFR 115.5. Established definitions for transgender and intersex.

Reason: Prison Rape Elimination Act National Standards, 28 CFR 115.5, Program Office Clarification.

JJ7 700, Juvenile Justice Assignment Unit Placement Process

This item updates the type and timeframes for initial and ongoing residential placement exception requests.

The juvenile justice specialist must attempt to gather the sexual orientation, gender identity and gender expression (SOGIE) information as part of the JJAU referral process to make the best placement match to meet the individual needs of the youth.

Legal base was updated to include the Prison Rape Elimination Act National Standards, Subpart D-Standards for Juvenile Facilities, 28 CFR 115.342 (a)(c)(d) and (f). Requires the agency to use all information obtained to make housing assignments for youth. Lesbian, gay, bisexual, transgender, or intersex residents shall not be placed in particular housing on the basis of such identification or status. In deciding whether to assign a youth that identifies as

transgender or born intersex, the agency must decide on a case by case basis to ensure health and safety.

Reason: Prison Rape Elimination Act National Standards, 28 CFR 115.5, Program Office Clarification.

Forms

DHS-349, Juvenile Justice Case Opening Checklist.

This optional tool was updated to include the MDHHS 5620, Sexual Orientation, Gender Identity and Gender Expression (SOGIE) Interview Tool.

MDHHS-5521, Juvenile Justice Assignment Unit (JJAU) Placement Referral Packet Checklist.

This form was updated to include SOGIE information.

MDHHS-5620, Sexual Orientation, Gender Identity and Gender Expression (SOGIE) Interview Tool.

This form was created to be used as an in-person conversation with the youth to obtain information that may be helpful in making decisions about housing and other services.

Job Aids

MiSACWIS Job Aid: Juvenile Justice Suggested Workflow

MiSACWIS Job Aid: Uploading Documents

CBT: MiSACWIS JJ Service Plan

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[JJ2 230](#)

[JJ7 700](#)